Appendix C: Changing Your Password

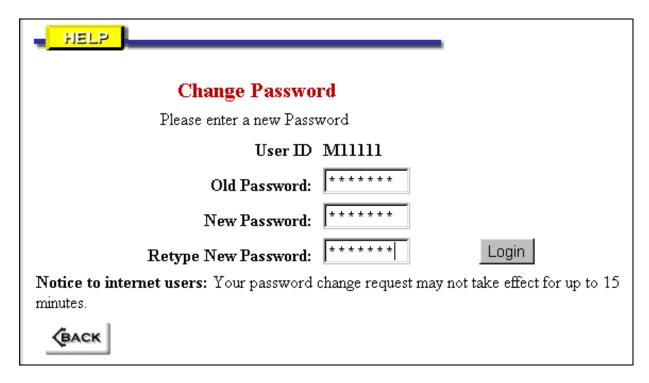
Authorized Users and Coordinators can change their own HUD password, if necessary. However, if you forget your password, you must contact the REAC Technical Assistance Center to have the password reset.

- NOTE: Unlike user IDs, User passwords are not accessible to Coordinators.

To change your own password:



1. On the **Secure Systems** main page, under the *System Administration* heading, click on the <u>Password Change</u> link. The **Change Password** page displays.



- 2. Enter the Old Password and tab to the next field.
- 3. Enter the New Password and tab to the next field.
- 4. Retype the New Password.
- NOTE: Remember passwords are case-sensitive. When you log in you must enter your password exactly as you requested it.

- 5. Click on the Login Login button. The old password is changed to the new password and the **Secure Systems** page displays.
- NOTE: The password change is not instantaneous; it may take up to 15 minutes to implement on the server.



[blank page]